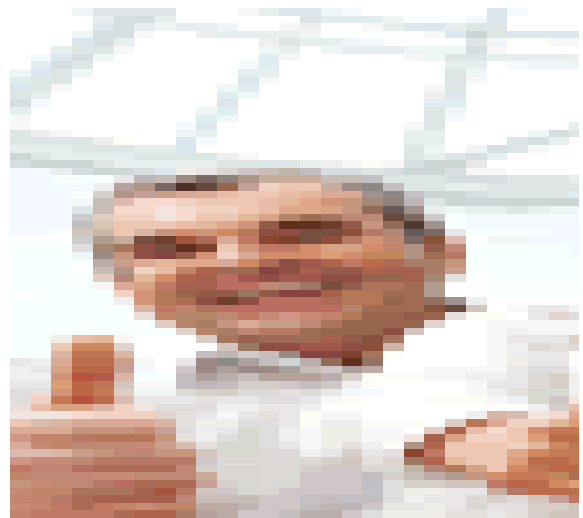


## TIME MANAGEMENT 1-HOUR ONLINE CLASS WITH A MASTER TRAINER - PLANNING AND CRISIS MANAGEMENT

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**COURSE LENGTH: 0.1 DAYS**

This live online class is a collaborative and activity based learning experience focussed on planning and crisis management best practice and applying the practical techniques to your current circumstances.

This is an instructor-led class that you can attend from home or your office.

The virtual classroom uses an advanced version of Zoom called 'Zoom for Webinars' that includes Enhanced collaboration features such as One-click content sharing, real-time co-annotation (people can work together in activity files), and digital whiteboarding, live polls and private group chats, participants can 'raise their hand' so you *virtually* have the same collaborative learning experience of attending a course in a room with other people.

Our trainers and processes have been refined to give you a personalised learning experience where it is specifically targeted to your needs - see our outcomes in the reviews.

With people joining the class from companies from different industries across Australia, New Zealand, Singapore, Malaysia and Hong Kong, this is a powerful and efficient learning experience that gives you global collaboration opportunities.

**\*\*Please note, these classes run to a very tight schedule, please follow the invitation and join the class 10-minutes prior to commencement so you are ready to participate and don't miss a minute!**

**Be ready** - check your device is ready to go by use this test link.

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## TIME MANAGEMENT 1-HOUR ONLINE CLASS WITH A MASTER TRAINER - PLANNING AND CRISIS MANAGEMENT COURSE OUTLINE

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### FOREWORD

This Time Management Course focussing on Planning and Crisis Management is designed to provide you with the most targeted, effective and convenient learning experience by letting you join a short, sharp and collaborative session facilitated online with a master trainer and other participants from Oceania.

In this session you will learn:

- Different planning strategies success
- Ways to manage crisis and unexpected events
- Learn how to prioritise so you can pursue your goals and manage obstacles and competing demands
- Share and learn from peers around the region

This course is in English and facilitated by an Australian expert trainer with over 10 years experience.

Please note, there are three courses in this Time Management Live Online Series, it is not a requirement to join the classes in sequential order, or to take all the classes in the series, participants are encouraged to take advantage of this format and learn exactly the skills they seek.

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### OUTCOMES

At the conclusion of this course participants will:

- Have learned effective planning techniques
- Have new approaches and strategies to manage crisis and unexpected events
- Have collaborated with peers facing similar challenges

This is a practical training class with takeways people can apply immediately.

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### MODULES

#### Lesson 1: Goal Setting

- Three P's
- S.M.A.R.T Goals
- How to Prioritise
- Staying Focused

#### Lesson 2: Prioitisation

- Pareto's Law
- Immediate Tasks vs Planned Tasks
- Staying on Track

#### Lesson 3: Next Steps

Continue Developing Your Time Management Skills by taking the next 60-minute master class and

learn how to beat procrastination and learn great planning techniques.

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## WEB LINKS

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- [View this course online](#)
- [In-house Training Instant Quote](#)